

INTERDEPARTMENTAL REGULATION OF CHILDREN'S RESIDENTIAL FACILITIES

PROGRAM DESCRIPTION INSTRUCTIONS

Your program description is a very important document that needs to be thought through carefully. The program description tells us what you plan to do and how you plan to do it. Without a clearly written program description a lead agency cannot be assigned to work with you.

- Please use the 4 headings listed below in writing your program description.
- Answer all questions under the heading using complete sentences.
- Be as specific as possible. (e.g. “qualified staff” does not tell us anything -explain how the staff is qualified, “residents will be assessed” does not give us enough information - tell us how residents will be assessed – using what criteria, etc.)
- Be sure that information included under the 4 headings is related. (e.g. services provided should be suitable for population served, staff qualifications should match population served and services offered, etc.)
- Make sure that job descriptions are specific to your program. Do not merely repeat the requirements of the standards.
- Do not send additional material such as policies and procedures.
- Do not send the program descriptions in a binder or notebook.
- Send 2 copies of the program description.
- Include a name and address where return correspondence should be sent.

1. MAIN FOCUS OF PROGRAM - What issue or problem is this program addressing? What will a resident come away with by being placed in this proposed program?
2. DESCRIPTION OF POPULATION TO BE SERVED (i.e. girls ages 15-18 is not a thorough description) – Describe what types of youth and what types of problems, behavior, disability groups or DSM IV diagnoses you will accept and not accept, including age and gender. Also include the capacity of your proposed program. From where will these children be placed – psychiatric hospitals, foster homes, etc. Include admission and discharge criteria. Discharge criteria should include more than saying, “when the resident completes the program”.

(See reverse side)

3. SERVICES TO BE PROVIDED - What will be offered to the resident? How will the type of resident you described in #2 be served? What will be accomplished by placing a child in this program? What is this program offering that a placing agency would be willing to pay for? For example, stating the program will offer Independent Living Services is not an adequate description. What skills will be taught? How will it be determined on what skills the resident needs to work? How will the skills be taught? How will the resident be continually assessed? Include evidence that there is a structured program of care as required in § 690. What is the position title of the person to provide the service? Explain all point or level systems if applicable. Also include a daily schedule showing when services will be offered. Indicate if the service is to be provided at the facility or if residents will be taken to someone in the community for the service.

How will educational services be provided? Please be advised that school divisions are not required to serve children from other school districts unless the child is in foster care and is in the custody of the local department of social services. If a foster care child has been expelled for a weapons or drug charge, the school division does not have to serve that child. School systems are required to serve special education children but are only required to provide what is on the individualized education plan (IEP). For example if a child's IEP says he should receive speech only, then that is all the school division is obligated to provide. IN OTHER WORDS, JUST BECAUSE YOU ACCEPT A CHILD TO BE A RESIDENT IN YOUR PROGRAM DOES NOT MEAN THAT THE CHILD CAN ATTEND THE NEIGHBORHOOD SCHOOL. If the local school division refuses to serve a child what is your alternative educational plan? Have you talked to the local school division about serving the children in your program if the educational plan is for the residents to attend the local public school?

4. JOB DESCRIPTIONS OF STAFF TO BE HIRED – Job descriptions for all direct care staff (chief administrative officer, program director, child care supervisors, child care workers, social workers, etc.) must be included. Use the same position titles as used in the program description. What kind of qualifications will staff have? (LCSW or other certifications, college degrees, work experience.) See § 210. Make sure that all positions meet the requirements of the Interdepartmental Regulations. Indicate which position will provide social services as required in § 670. Please also include the name of the person who will be serving as the chief administrative officer and the person's resume.

Send to:
Office of Interdepartmental Regulation
7 North Eighth Street
Richmond, VA 23219
ATT: Charlene Vincent

